

Solicitation Number 06-0001-13
**Roadmap Support for the Communications, Computers, Command and Control,
Information, Surveillance and Reconnaissance (C4ISR) Department, Office of
Naval Research (Code 31)**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 – Technical, Programmatic, and Engineering Support Services are due by 2:00 PM (local time), Wednesday 26 April 2006.

1.0 Background

The Office of Naval Research (ONR) was established to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance as related to the maintenance of future Naval power and the preservation of national security. Within this organization, the C4ISR department (Code 31) focuses on programs in surface, subsurface and aerospace surveillance, communications, command and control, information sciences, electronic combat, and navigation. This is a continuing requirement. The incumbent is Computer Systems Center Incorporated (CSCI), under contract number N00014-99-D-0519-Order Number 0002.

2.0 Statement of Work

2.1 Objective

The Program Office seeks technology management support, systems engineering and technical Roadmapping assistance using MILESTONE software, and a broad range of quick response technical and administrative support services. Support required covers assessing, planning, programming, budgeting, directing, coordinating, and monitoring Department of the Navy (DON) Science and Technology (S&T) programs that are responsive to Navy requirements and DOD S&T initiatives. This includes all research areas under the cognizance of the C4ISR department and according to the mission and functions defined for the department in ONRINST 5430.16A.

2.2 Scope

The contractor will provide professional engineering, analytical, Roadmapping and programmatic support services to ONR Code 31 for the purpose of assisting in the management of the portfolio of S&T programs. More specifically the contractor will provide engineering support for hardware and software to include systems engineering, software engineering, systems analysis, and development and management of robust and secure collaborative web services and databases; DOD program acquisition proficiency; military capability analysis; and business support services to Code 31 to help manage the department's technology programs.

2.3 Technical Tasks/Requirements

- 2.3.1** The contractor shall provide technical, programmatic, and Roadmapping support to Code 31 using MILESTONES software in formulating and executing the investment strategy to address the most responsive and promising technology opportunities and solutions

for both basic and applied Naval research. This includes all Research, Development, Test and Equipment (RDT&E) Budget Activity levels (BA01-BA04) responding to the Sea Strike, Sea Shield, and FORCEnet Pillars of Sea Power 21 and the prioritized warfare capability gaps and technology enabling capabilities. The contractor will assist ONR division directors, program managers, and program officers in planning, management, and in providing oversight for specific projects, as well as liaison with multiple government agencies to maximize the opportunity for technology transition/integration. Specific work is as follows:

- Participate in system studies including analysis and assessment of legacy platform C2, combat and information system hardware/software configurations to quantify risk and cost of technology insertion/transition;
- Provide executive assistance to the C4ISR department director in the day to day coordination, management and oversight of time critical programs under ONR Code 31 cognizance as required;
- Provide technical assistance and analysis to obtain, evaluate and assemble inter-program (requirements, acquisition, and S&T) relationships in an automated format for use by ONR management and program officers. This will require close interactions and liaison with S&T, Naval acquisition, and Naval requirements communities in order to maximize the opportunity for the transition of maturing technologies to Naval warfighters;
- Use interactive MILESTONES Roadmapping software to display the interrelationships and interactions between programs of record and technology development efforts and fleet applications. Developed Roadmap content shall be presentable electronically using the ONR 31 standard tool for Roadmapping, currently *Milestones Professional 2002*. The Contractor shall provide a method for making the Roadmap content readily accessible in its interactive format to a broad range of authorized stakeholders via a secure, Navy Marine Corps Intranet (NMCI) approved, Web based interface;
- Provide the necessary systems engineering, software engineering, systems analysis, and operational technical assistance for all disciplines in the C4ISR Department to identify key programmatic interdependencies among Naval requirements/needs, Naval acquisition programs, and S&T programs;
- Assist, formulate, and advise in S&T policy and business processes applicable to both Navy and USMC systems and acquisition programs;
- Provide a senior advisor to the Network Centric Warfare Working Group (NCW WG) on a continuing basis; and
- Maintain the NCW WG Web site workspace as well as the FORCEnet S&T roadmap database and website.

2.3.2 The contractor shall comply with the following specific requirements:

- Demonstrate extensive knowledge of Naval acquisition programs and operational Naval requirements in areas relevant to Naval C4ISR and FORCEnet through working relationships with these

- organizations at the highest levels of classification;
- Working level experience with FORCEnet Architecture Products and the DOD Architecture Framework (DODAF) process;
- Extensive knowledge of critical issues, operational gaps/shortfalls and S&T opportunities relevant to Network Centric Operations (NCO);
- Extensive experience in Roadmapping the development of technology for insertion into acquisition programs using automated Roadmapping tools and processes; experience must include extensive familiarity with the Code 31 standard for nomenclature and symbology;
- Experienced and proficient in the use of Milestones Professional Roadmapping software;
- Ability to handle classified databases;
- Ability to develop and manage Web services and ONR 31 sponsored Web based workspaces.

2.4 Reports Data and Other Deliverables

The following deliverables are required to support this effort.

- 2.4.1 Monthly Reports.** The contractor shall provide monthly reports. The report is due by the 15th of the month following the activity and shall include the tasks assigned/performed, accomplishments, and list significant memoranda, white papers, briefings, technical reports or other significant documentation either produced or in progress, and status of tasks in progress. Contractor format is acceptable.
- 2.4.2 Presentation Material.** The contractor shall provide presentation materials as required by the ONR Program Officer.
- 2.4.3 Roadmaps.** The contractor shall provide Technology Roadmaps as required. Milestones Professional software using the ONR 31 standard Roadmapping template is required to produce Roadmaps.
- 2.4.4 Other Reports, Memoranda, and Papers.** The contractor shall provide other reports, memoranda, and papers as required by the ONR Program Officer. The information that is to be included in the reports, memoranda, and papers will be provided by the Program Officer at the time of request. Contractor format is acceptable.

3.0 Personnel Requirements

- 3.1 Personnel Qualifications.** The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support this effort:
 - 3.1.1** All Contractor personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel, Access and PowerPoint. Personnel performing Roadmapping functions must be thoroughly familiar and proficient in

the use of the ONR Code 31 required, commercially available, Milestones Professional 2002 software application. Contractor must have proven proficiency in the use of this software application as it relates to DOD/Navy Science and Technology Roadmapping, program planning, and execution.

3.1.2 Senior Program Manager. A Graduate degree from an accredited university and a minimum of eight (8) years of management experience in a related S&T discipline. The Senior Program Manager should have the ability to develop and execute complex technical tasks, to apply analytical problem solving methodologies, to provide technical direction to support staff, to interface with Government and prime contractor personnel, and to effectively allocate resources. Candidate should be able to effectively communicate orally and in writing. The Senior Program Manager should have at least a Top Secret clearance.

3.1.3 Senior Systems Analyst. A Graduate degree from an accredited university and eight years of technical analysis experience in a related S&T discipline – OR - A Bachelors degree in a technical field from an accredited university with at least five years progressive experience in a related S&T discipline or Program Area; ability to apply expert practices and procedures within the specified area of discipline, accomplish scientific and engineering analysis, provide professional findings of technical analysis in the form of reports and presentations, and execute complex technical tasks. Candidate should be able to effectively communicate orally and in writing. The Senior Systems Analyst should have at least a Top Secret clearance.

3.1.4 Program Analyst II. A Bachelors degree from an accredited college or university with three years S&T experience - OR - No degree with ten years experience in a related S&T discipline or Program Area; knowledge and skill in applying analytical and evaluation methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations; knowledge of pertinent laws, regulations, policies and precedent, which affect the use of program and related support resources in the area studied. Candidates must be able to effectively communicate orally and in writing. The Program Analyst(s) II should have a Top Secret clearance.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for this order. Both a twelve (12) month base period and four twelve (12) month option periods have been defined (total potential period of performance, with options, is 60-months).

3.2.2 Base Period: The level of effort anticipated for this period is approximately 6.5 man-years at an average rate of approximately 997 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours Per Year
Senior Program Manager	920
Senior Systems Analyst	5,520
Program Analyst II	5,520
Total Hours	11,960

NOTE: 1,840 hours is equivalent to one (1) man-year.

- 3.2.3 Option Periods.** The level of effort anticipated for each option period is approximately 6.5 man-years at an average rate of approximately 997 hours per month. A summary of the labor categories and the total anticipated annual hours for each option year is provided below.

Labor Category	Hours Per Year
Senior Program Manager	920
Senior Systems Analyst	5,520
Program Analyst II	5,520
Total Hours	11,960

NOTE: 1,840 hours is equivalent to one (1) man-year.

- 3.2.4** The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

- 4.1 Contract Type.** The Navy anticipates awarding a cost plus fixed fee level of effort task order.
- 4.2 Period of Performance.** The period of performance for the base period is from the date of Order through twelve (12) months thereafter. If exercised, the period of performance for each option period is from the date of option exercise through twelve (12) months thereafter.
- 4.3 Other Direct Costs (ODCs).** ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$10,500.00 per year.

- 4.3.1 Travel and Per Diem.** Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor. Travel is estimated at \$10,000.00 per year.
- 4.3.2 Other Direct Costs (Other than Travel and Per Diem).** ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in this Section. ODC's are estimated at \$500.00 per year.
- 4.4 Place of Performance.** Work will normally be performed at the Contractor's facility.
- 4.5 Government Furnished Resources (GFR).** The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).
- 4.5.1 Facilities, Supplies and Services.** The facilities required to perform the tasks outlined in the Statement of Work will be at the Contractor's place of business.
- 4.5.2 Information.** All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.
- 4.5.3 Documentation.** All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.
- 4.5.4 Equipment.** With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation.
- 4.6 Subcontracts/Consultants:** Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements:

- a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to TOP SECRET and Sensitive Compartmented Information (SCI). The contractor technical staff shall have access to SCI material and ability to attend meetings at those levels. A DD Form 254 will be required prior to access or production of any classified information. Additionally, the contractor is required to safeguard the information labeled as proprietary. The contractor will be developing requirements and attending meetings/briefings for the ONR principle and will require knowledge of all SCI requirements and processes. Tasking requires SCI Access Requirements (SI and TK).
- b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.
- c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.
- d) The Contractor is required to safeguard any information labeled as "proprietary."

4.8 Organizational Conflict of Interest

- 4.8.1 Safeguarding Information** The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the C4ISR Department (ONR 31) research programs.

5.0 Proposal Requirements

5.1 Proposal Format. The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal. The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal. The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor

category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents. Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission. The due date for receipt of proposals for this solicitation is no later than 2:00 PM (local time) on Friday 21 April 2006. All proposals must be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

6.0 Evaluation Information

6.1 Evaluation Criteria. A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 is equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

- 6.2 Award.** The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or around Monday, 01 June 2006.
- 7.0 Submission of Questions.** Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.
- 8.0 Solicitation Amendments.** Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.
- 9.0 Point of Contact.** The Point of Contact for this solicitation is Ms. Salia Price, Contract Specialist, prices@onr.navy.mil and telephone (703) 696-6994. The secondary point of contact is Mrs. Vera M. Carroll, Contracting Officer, e-mail carrolv@onr.navy.mil, and telephone (703) 696-2610.

Non-Disclosure Agreement Regarding Contractor Support For the Office of Naval Research

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourages scientific research and technology development in recognition of their paramount importance in the maintenance of future Naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. Naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files